



Solicitation Information

8 March 02

LOI # B00672

TITLE: TEMPORARY CONSTRUCTION INSPECTORS

Submission Deadline : 2 April 02 @ 2:00 PM

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **20 March 02 @ 12:00 Noon (EST)**. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us.**

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Request for Letters of Interest Temporary Construction Inspectors

The Rhode Island Department of Administration/Office of Purchases, on behalf of the Rhode Island Department of Transportation (RIDOT) is soliciting bids in accordance with the terms of this Request and the State's General Conditions of Purchase, available on the Internet at www.purchasing.state.ri.us, from a firm or firms involved in hiring and placement of Temporary Employees (Temps).

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.
- Bidder's are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be public records, as defined in RIGL Title 38, Chapter 2, and will be released for inspection immediately upon request, once an award is made.
- "Foreign" corporations, corporations without a Rhode Island business address, must obtain a Certificate of Authority from the Rhode Island Secretary of State to conduct

business within the State (Corporations Division 401-222-3040). This is a requirement only of the selected vendor (s).

- All respondents must comply with all federal, state, and local licensing requirements to perform these services.

CONTRACT TERMS

The Master Price Agreement that will be established as a result of this solicitation will be for five years. The term of this agreement is to be five years commencing on the date of award, on or about 1 May 02, and ending on 31 Dec 06. The State wishes to establish a qualified vendor list with multiple service providers. *Offerors must price for each of the five years. If one price is offered, that price will remain firm for the maximum five-year contract term.*

DESCRIPTION OF SERVICE TO BE PROVIDED

In order to provide inspection services for construction related activities RIDOT is seeking the services of an employment agency (Agency) with experience in providing technical/engineering oriented Temps during upcoming construction seasons.

RIDOT is seeking the services of an experienced Agency to:

1. Provide a suitable pool of Temps who will be available to provide the services required.
2. Screen the Temps to insure that they meet the requirements as described later in this request. Screening is to include a check with the State of Rhode Island Department of Attorney General's Bureau of Criminal Identification. In the event the candidate Temp has a criminal record, RIDOT will determine their suitability to provide the services sought.
3. The Agency will screen the Temps by administering a brief written test of knowledge and mathematical skills, which will require a minimum passing, score as determined by RIDOT (a series of tests will be developed by RIDOT and provided to the agency). The Temp will be required to provide a brief history of education and work experience, which demonstrates compliance with the required education, knowledge, and skills described below (a form which may be used for this purpose will be developed by RIDOT and provided to the Agency).
4. Handle the payroll and other ancillary requirements including insurance, taxes, Worker's Compensation, FICA and benefits.
5. It will be the employer's responsibility to have their pool of employees thoroughly trained in the following skills:
 - a. Plan, specifications and detail reading and analysis.
 - b. Thorough knowledge of the RI Standard Specification for Road and Bridge Construction "Blue Book".
 - c. Thorough knowledge of the RI Procedures for Uniformed Record Keeping.

RIDOT reserves the right to refuse to accept the services of any Temp for cause. RIDOT will request Temps only as needed, no minimum number of Temps is assured. Temps may work

during the day or at night, and may work more than an eight-hour day. A minimum of four is guaranteed when a Temp is requested, assigned by the Agency, and arrives at the RIDOT work site.

TIME OF PERFORMANCE

The Department anticipates a need of as many as sixty Temps per day during the construction season, which we consider to be between April 15 and December 15.

TEMPORARY EMPLOYEE REQUIREMENTS

Duties:

Under supervision, to perform civil engineering work, at the beginning level and to do related work as required.

Supervision Received:

The Temps will work under the immediate supervision of a civil engineer or engineering technician in accordance with specific instructions; work is reviewed frequently in process and upon completion for results obtained.

Transportation:

The Temps will be required to provide their own transportation to the job site, around the job site if necessary, and to other job sites if required to provide inspection services. The Department will make every effort to minimize driving at or between job sites.

Examples of Work to be Performed:

Under supervision, to perform the duties, which follow in the area, indicated:

Construction and Maintenance -

To assist a civil engineer, or an engineering technician, in the inspection of all materials going into a bridge or road construction or maintenance project; to assemble data for weekly estimates of work accomplished under contract item; to assist in the preparation of work progress reports.

To enforce plans, special provision contracts, and specifications during the construction and/or repair of a building or other project; to perform survey layout work.

In accordance with specific instructions, to inspect the workmanship and practices of contractor performing road construction or maintenance work; to check road construction or maintenance work in process and report, immediately, findings contrary to plans and specifications for such work.

Materials -

To assist a professional civil engineer or an engineering technician, in materials testing activities; to assist in the taking and testing of sample aggregates, mixes, asphalt, steel and other materials used in highway or bridge construction; to assist in the preparation of materials survey reports; and to assist in materials research.

Construction Records -

To utilize standardized computer software applications in order to set up, input and maintain all record keeping documentation for bridge and/or road construction projects; to ensure that computerized records are maintained consistent with the Procedures of Uniform Record Keeping (PURK); to enter into a personal computer daily item slips and back up for work performed by contractors; to consolidate vital specific project data and prepare reports thereon related to item ledger sheets, other project worksheets, materials reports, and time sheets for projects; to enter via the use of a personal computer the specific data as it relates to the appropriate category; to assist in the preparation of and to enter Reports of Change, contract addenda, bi-weekly progress payments, correspondence, updates and other information related to the project; to maintain accountability of all phases of construction activity through the utilization of a computerized construction record keeping system; to utilized established practices and procedures resulting in the finalization of the record keeping process for the project upon project completion.

Required Qualifications:

Knowledge and Skills: A familiarity with, and the ability to apply the basic principles and practices of civil engineering; a familiarity with the kinds of basic materials, elements or products of highway and bridge construction.

Education and Experience:

Education: Such as may have been gained through: graduation from a senior high school, including or supplement by courses in accounting, mathematics, horticulture, science and mechanical drawing; and

Experience: Such as may have been gained through; employment involving the performance of construction inspection, landscape inspection, materials testing, surveying, drafting or office work which required the application of some accounting principles, and the preparation of accurate reports.

Alternatively, a combination of education and experience that shall be substantially equivalent to the above education and experience.

CONTRACT AND PAYMENT TERMS

PAYMENT TERMS

Payment for the Temps will be made on a per hour basis. The Agency will on a bi-weekly basis submit an itemized bill for the hours worked by the temporary employees. The bill will provide a breakdown of regular and overtime hours. The bill must include the temporary employee's full name, address, and hours worked each day during the billing period (including start and end times.) The payment to the selected Agency for services provided by the supplied Temps will be the total compensation. **NO OTHER COMPENSATION OR PAYMENT WILL BE MADE.**

The contractor(s) selected as a result of this request will provide staff to conduct inspection services on an as-needed basis. Hours will be determined by the need of the Department of Transportation.

No commitment to a specific level of spending is made by the request. Services will be authorized on an as-needed basis using individual requests against a Master Price Agreement with a term ending on December 31, 2006. Any award(s) resulting from this request will be subject to the State's General Conditions of Purchase, which is available from the Internet at www.purchasing.state.ri.us, as well as the terms of this request and any specific conditions set forth in the Master Price Agreement.

Interested firms and organizations should submit Letters of Interest containing the following information:

- a description of the corporate background of the offeror;
- as appropriate, resumes of key staff who will administer the services covered by this request, with emphasis on experience in construction inspection;
- additional staff or services as may be available through subcontractors, subsidiaries or corporate partners;
- letters of endorsement and/or case studies describing other engagement;
- **a comprehensive price list including hourly rate and overtime rate for all Temps; Offerors must price for each of the five years. If one price is offered, that price will remain firm for the maximum five-year contract term.**

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **20 March 02 at 12:00 Noon**. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401)222-2142, Extension 134.

Letters of Interest to provide the services covered by this request must be received by the Division of Purchases on or before **2 April 02 @ 2:00 PM**. (EST). Responses received after this time, as registered by the official time clock in the reception area of the Office of Purchases, will not be considered.

Responses (an original plus five (5) copies) should be mailed or hand delivered in a sealed envelope marked "LOI # B00672: Temporary Construction Inspectors" to:

By Courier:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

By Mail:

R.I. Department of Administration
Division of Purchases
P.O. Box 6528
Providence, RI 02940-6528

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered.

RESPONSE CONTENTS

Responses must include the following:

1. an R.I.V.I.P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet Home Page at www.purchasing.state.ri.us);
2. a statement of experience describing the Vendor's background, qualifications and experience with and for similar projects, and all information described earlier in this solicitation;
3. a comprehensive **five-year** price list for services as previously described;
4. a completed and signed W-9 Taxpayer Identification Number and Certification Form, which is downloadable from the Purchases web site www.purchasing.state.ri.us

EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

- Capability and qualifications of the Offeror, as evidenced by relevant experience in providing Temporary Construction Inspection Services. (40%)
- Qualifications of Available Staff, as evidenced by resumes of staff who may be provided to perform inspection services. (20%)
- Cost, as evidenced by hourly rate and overtime rate. (20%)
(*overtime* is defined as more than 8 hours /day, excluding lunch)
- Capacity, as evidenced by ability to supply qualified staff upon short notice. (20%)

Respondents who do not achieve a minimum technical score of 75% will not be considered for award. Respondents attaining the minimum acceptable technical score (75%) will be placed on the approved vendor list. Placement on the approved vendor list is no guarantee of income.

The State reserves the right to accept or reject any or all offers. The State also reserves the right to make one or more awards as a result of this solicitation.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all proposals submitted and to waive any informality in any vendor's proposal.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.